

**MANDATORY
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
AND
AIRPORT CONCESSION DBE (ACDBE)
CERTIFICATION TRAINING PROGRAM**

**U.S. Department of Transportation
Federal Aviation Administration**

Revised: February 15, 2013

I. Background

Current DBE and ACDBE regulations provide that one of the objectives for the programs is to ensure that only firms that fully meet eligibility standards are permitted to participate as DBEs/ACDBEs.

Therefore, the regulations contain information pertaining to Certification Standards and Certification Procedures to assist recipients in making certification eligibility decisions.

The regulations also provide for a Uniform Certification Application and requirements for each state to provide for “one-stop shopping” through a statewide Unified Certification Program (UCP). The establishment of a UCP for each state eases the burden on applicants and requires that a firm’s DBE or ACDBE certification obtained through the UCP must be accepted at all DOT agencies within the state.

While the implementation of the DBE/ACDBE Program by recipients has improved dramatically over the last three decades, it is apparent that there remains the possibility of some inconsistency among UCPs in applying the certification standards in the regulations. Therefore, the Federal Aviation Administration (FAA) Modernization and Reform Act of 2012 (Act) mandated the establishment and implementation of a DBE certification training program for officials or agents of airport sponsors who certify firms as meeting DBE/ACDBE requirements. This matter is highly important to those within the DBE/ACDBE community.

The FAA Office of Civil Rights has taken the lead in implementing a national training program to comply with the Act’s requirement to have this program in place by February 15, 2013. The following pages will address the implementation and future enhancement of the DBE/ACDBE Certification Training Program.

II. Purpose

The purpose of the DBE/ACDBE Certification Training Program is to provide streamlined training on certifying whether a small business concern qualifies as a small business concern owned and controlled by socially and economically disadvantaged individuals as defined by the regulations. The goal of the training is to ensure that all persons responsible for determining whether or not a firm qualifies as a DBE or ACDBE are knowledgeable concerning all requirements for eligibility, and that the interpretation and application of requirements is consistent throughout the country.

III. Program Description

The DBE/ACDBE Certification Training Project is comprised of multiple components, including a core program to cover basic certification requirements, a refresher course,

advanced subjects, and specialized topics requiring additional focus because of their complexity. Multiple delivery methods include online and live training and Webinars. The core program contains modules intended to cover the various aspects of certification eligibility review, including in-depth training in the regulatory requirements for determining social and economic disadvantage, ownership, control, independence, North American Industry Classification System (NAICS) and size standards, personal net worth, and on-site reviews. It also addresses issues unique to ACDBE certification.

In addition, the program will contain additional online components, including: advanced training, a “refresher” course, frequently asked questions, common misunderstandings, and technical assistance. These components will be developed following implementation of the core training program and will be completed by October 2013.

The online training program will be supplemented with four to six live training sessions to be held in different regions of the country and periodic Webinars to provide detailed technical assistance. The live training will cover core training and the Webinars will support the core training and cover complex topics in more depth.

IV. Core Training Modules

The Core Training Modules are as follows:

Module One	Basic Concepts of the DBE Program
Module Two	Basic DBE Certification Requirements
Module Three	The Small Business Requirement
Module Four	Ownership/Contribution Requirements
Module Five	Appendix E: Individual Determinations of Social and Economic Disadvantage
Module Six	Economic Disadvantage and Personal Net Worth
Module Seven	Evaluating a Firm, Certification and Denial Procedures, and Interstate Matters
Module Eight	DBE Fraud Detection and Prevention
Module Nine	ACDBE Program

V. Frequently Asked Questions

A. Who is required to take the training?

Officials or agents of airport sponsors who certify firms or have a significant role (i.e., a role that affects the certification decision) in reviewing or analyzing certification applications are required to take the training. The training will be available to all UCP personnel responsible for performing certification functions.

B. When is training required?

New hires of airport sponsors whose job description includes components of airport-related certification decision-making should take the core training prior to making any independent analysis of or recommendation/decision concerning a certification application, or within 90 days, whichever occurs first. Current employees of have 60 days to complete the training. All other personnel of certifying entities in the UCP are strongly encouraged to follow this timeline for completing the training.

C. Will there be a test?

The training will include tests for each module. An incorrect answer will prompt an explanation as to why it is incorrect and the user will be given another opportunity to select the correct answer.

D. Will there be updates as the Regulations change?

Yes, we will continually update the training.

E. Is a refresher course available?

Yes, a refresher course will be available, consisting of abbreviated sessions of the core training.

F. What is the penalty for allowing employees to perform certification functions without completing the required training?

A UCP member could be found in non-compliance and subject to the compliance procedures at 49 CFR § 26.101. Accordingly, the FAA will monitor all such occurrences and may pursue suitable enforcement remedies.

VI. For More Information

Please check our website at:

http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/dbeacdbe_cert_training/ and click on “Airport DBE Program” for links to:

- Online training
- In-person training dates and locations
- Webinar details (TBA)
- DBE/ACDBE Training Program Points of Contact
- Other Information